

# Evergreen Time Sheet



Name \_\_\_\_\_

Job Title \_\_\_\_\_

Building: \_\_\_\_\_

Social Security # \_\_\_\_\_

Substitute (check here) \_\_\_\_\_

Only hours in excess of your contracted hours are to be recorded on this time sheet.  
**All hours in excess of contracted hours must be preapproved.**

	Date	Number of hours	Description	Preapproval
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Totals				

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor Signature**